

**INSTRUCTIONS FOR TESTING ACCOMMODATION APPLICANTS  
PERMITTED TO USE A COMPUTER  
DURING THE CALIFORNIA BAR EXAMINATION**

Applicants who have been granted permission to use a computer to take the California Bar Examination, must adhere to the following procedures in order to use it:

1. Report to the test center to which he/she has been assigned at 2:00 p.m. on the Monday prior to the beginning of the examination and set up his/her equipment for inspection by a computer technician retained by the Committee of Bar Examiners.
2. Bring his/her own printer that is compatible, and has been tested, with the software that has been loaded onto the computer.
3. Only have software loaded on the computer that will allow it to operate and produce documents – all other software must be deleted from the hard drive. All text files must be eliminated from the word processing program hard drive directory. It is recommended that the applicant make a complete back-up of the hard drive before bringing the computer to the test center.
4. Bring 6 new diskettes that are formatted for purposes of saving examination answers, back-up operating software diskettes and back-up word processing diskettes.

Following arrival at the test center, each applicant's equipment will be inspected by a computer technician for purposes of ensuring that the computer does not contain unauthorized files or software. If such are found, they will be eliminated or the applicant will be given the option of using his or her own word processor, typewriter or writing the examination. After certification from the technician that the computer is "clean" and verification of the software that is loaded on the computer, the computer must remain at the test center for the duration of the examination. Applicants will not be permitted to take the computer home each night and return with it the next day.

The diskettes will be checked to ensure that there are no existing files and then sealed in an envelope for delivery to the applicant at the appropriate times during the examination. One sealed diskette will be given to the applicant prior to the start of each session of the examination during which the computer will be used.

Prior to the start of the examination, applicants will be permitted to turn on their machine, unseal the diskette and begin the word processing program. It is recommended that applicants save their work on the hard disk and diskette at least every 10-15 minutes. **Applicants must have their final examination answers printed before time is called.** Additional time will **not** be granted to the applicant for this purpose. Following the conclusion of each session, applicants' answers and used diskettes will be collected. Prior to leaving the examination room, applicants must erase their examination answers from the hard drive of their computer.

The Committee accepts no responsibility for power failures, the mechanical failure of any computer or printer, or the malfunctioning of any software or diskettes. In the event of any problems that cannot be resolved within a reasonable amount of time, the applicant will be required to complete the examination by some other available authorized method.

Applicants using computers will be under constant supervision of proctors. If an applicant is found using assistance through unauthorized files or programs on the computer, this fact will be reported to the Committee for whatever action it may deem appropriate, such as nullification of the examination answers or considering such act in the moral character determination process.